

Docket Item #6
SPECIAL USE PERMIT #2004-0021

Planning Commission Meeting
June 1, 2004

ISSUE: Consideration of a request for a special use permit to operate a child care center.

APPLICANT: The Child and Family Network Centers
by Barbara Mason, Executive Director, CFNC

LOCATION: 4600 Duke Street, Suite 310

ZONE: RC/Residential

PLANNING COMMISSION ACTION, JUNE 1, 2004: On a motion by Mr. Leibach, seconded by Mr. Komoroske, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances, and staff recommendations. The motion carried on a vote of 7 to 0.

Reason: The Planning Commission agreed with the staff analysis.

Speakers:

David Halla, unit owner, spoke against the application discussing concerns about parking and poor maintenance of the building. He referred to disagreements among unit owners and between owners and the condominium board and asked the Commission to not support the condominium board's approval of the proposed use.

Lina Raychaudhuri, unit owner, spoke against the application.

Martha Wright, unit owner, spoke against the application stating that the outdoor area was not appropriate for children.

Gloria Norris, unit owner, spoke against the application expressing concerns about parking.

James Paulk, homeowner near Holmes Run, spoke against the application discussing concerns about overflow parking on South Jordan Street and about noise.

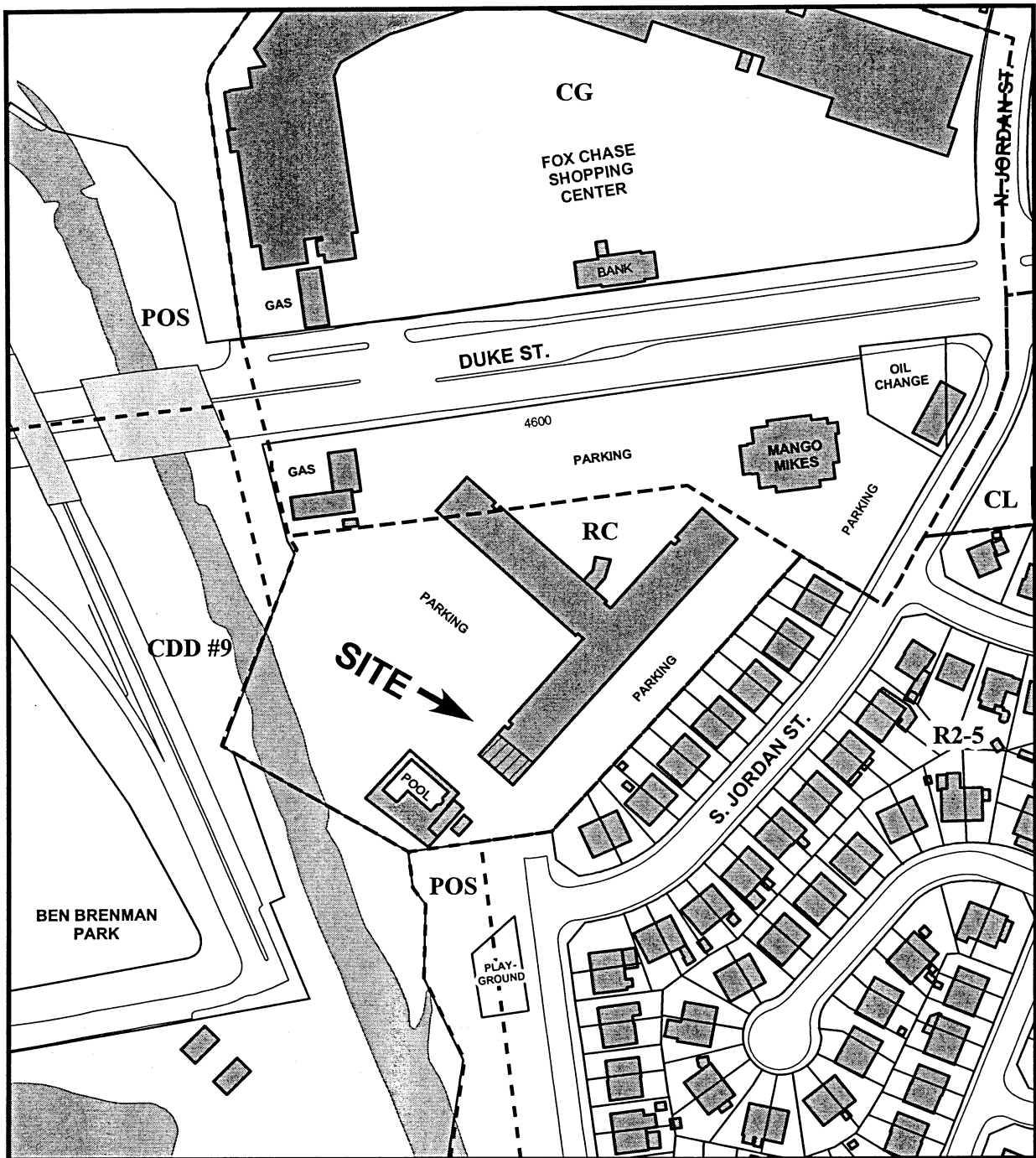
Miguel Roncal, resident, spoke against the application expressing concerns about parking and security in the building from people coming and going from the facility.

Ronald Holder, property owner on South Jenkins Street, spoke against the application because of concerns about parking.

Lois Garrity, unit owner and association board member, spoke in support of the application stating that the board of directors of the condominium association had researched the application and determined that the child care center was appropriate for the building.

Barbara Mason, Executive Director of the child care center, spoke in support of the application stating that the organization is nationally accredited and is working with both State licensing and the Health Department to ensure the space meets all requirements for children.

STAFF RECOMMENDATION: Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the permit conditions found in Section III of this report.



SUP #2004-0021

06/01/04



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I. DISCUSSION

REQUEST

The applicant, The Child and Family Network Center, represented by Barbara Mason, requests special use permit approval to operate a child care center on the first floor of the residential condominium building located at 4600 Duke Street.

SITE DESCRIPTION

The 14-story building located at 4600 Duke Street was built in 1967 as an apartment building, and was converted to a condominium project in 1976. The building contains a total of 446 units. Of these units, 396 are residential. The remaining 50 units are commercial and located on the first and second floors of the building. The entire parcel of land at 4600 Duke Street has an area of 357,269 square feet. The condominium building occupies 265,397 square feet of the parcel and the Shell service station and Mango Mike's restaurant occupy the remaining 91,872 square feet of the parcel.

In 1996, City Council approved the operation of the Hopkins House child care center for Suite 309, which is located next to the subject space. The business vacated the space in the beginning of 2004.

PROJECT DESCRIPTION

Initial Proposal: The initial application was twofold as the main applicant, the Child and Family Network Center (CFNC), which will occupy Suite 310, was joined by a co-lessee, the Center for Multicultural Human Services (CMHS), which intended to occupy Suite 309 of the subject space.

CMHS provides free or low-cost mental health, social and educational services to low-income immigrant, refugee, and other cultural-minority families and children, which is considered to be a social service use. Although staff supports the organization's work, a social service use is not permitted in the RC zone. Staff informed CMHS of these limitations, which resulted in the withdrawal of CMHS's portion of the application. The Child and Family Network Center (CFNC) is now the sole applicant of the request to operate a child care center in unit 310, and the operation is shown on the attached and revised application and floor plan.

Revised Proposal: The Child and Family Network Center (CFNC), founded as the Alexandria Community Network Preschool, proposes to expand its accredited preschool program now located at 3701-A Mount Vernon Avenue. According to the applicant, a strategic plan for the next three years identified an expansion into the west end of Alexandria as a way to fulfill a well-documented need for early childhood education in that part of the City.

The proposal includes the following:

Floor Area & Layout:	Approximately 1,000 square feet, including two classrooms and one office and kitchen.
Number of Children:	Up to 32 children will be present at any one time.
Age Distribution:	Pre-school children age three to five.
Number of Employees:	The day care will be operated by four preschool teachers and one administrative assistant.
Type of Service:	The organization offers an accredited preschool program.
Hours of Operation:	8:30 A.M. to 3:30 P.M., Monday through Friday for the day care and up to 6:00 P.M. for office use.

CFNC obtained approval of the Board of Directors of the 4600 Duke Street First Owner's Association to occupy the space with the proposed use (see attached letter).

Trash/Noise: Trash will primarily consist of office papers and food items and will be collected several times per week. Regarding the prevention of littering and nuisance to adjacent users, the applicant indicates that children will be under supervision with a high ratio of staff and students, and that the clients will be reminded of the importance of keeping the property and neighborhood clean and attractive.

Drop-off/Pick-up: Typically, parents will drop children off around 9:00 A.M. and pick them up around 3:30 P.M., from a door located at the rear of the southwest wing of the building. Access to the building and the child care center will be controlled by a buzzer and intercom system, and is located up one flight of stairs to the hallway serving the facility.

Outdoor Play Space: The Alexandria Office of Early Childhood Development has inspected the subject space and found that the outdoor play area will be in a nearby City-owned Holmes Run Park. There are also walking paths, a stream with two bridges, and green spaces in the vicinity, all of which provide the potential for rich outdoor experiences for the children. Staff notes that careful supervision will be required by staff when traveling between the building and the park, because crossing a parking lot is required to access these areas, and the stream is down a slope adjacent to the sidewalk.

PARKING

Pursuant to Section 8-200 (A) (11) of the Zoning Ordinance, a day care center/preschool with two classrooms is required to provide four parking spaces. A total of 500 off-street parking spaces are located on the 4600 Duke Street property, 386 of the spaces are in a surface lot and 109 spaces are inside a garage. The child care center's employees and parents will park in the surface lot, where parking is available on a first come, first served basis.

ZONING / MASTER PLAN: The subject property is zoned RC/High Density Apartment. Section 3-900 (I) of the Zoning Ordinance allows a child care center on the first floor of an apartment building with more than four stories in the RC zone with a special use permit. The proposed use is consistent with the Seminary Hill/Strawberry Hill Small Area Plan chapter of the Master Plan which designates the property as RC/High Density Apartment.

II. STAFF ANALYSIS

Staff has no objection to the proposed day care center at 4600 Duke Street. The center will provide an important service for working parents in the west end of the City who need quality day care for their children.

In addition to all applicable standard conditions, staff has included conditions ensuring the children's safety and well-being. With these conditions staff recommends approval of the special use permit.

III. RECOMMENDED CONDITIONS

Staff recommends approval subject to compliance with all applicable codes and ordinances and the following conditions:

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. A maximum of 32 children shall be permitted at the child care facility at any one time. (P&Z)
3. The hours of operation shall be limited to between 8:00 A.M. and 7:00 P.M., Monday through Friday. (P&Z)
4. The applicant shall post the hours of operation at the entrance to the business. (P&Z)

5. The applicant shall ensure that the subject space is a self-contained unit that meets all applicable City and State Code requirements. (P&Z) (OECD)
6. The applicant shall renovate the subject space, including new finishes on the walls, replacement or cleaning of the carpet, and window repairs. (OECD)
7. A minimum of four parking spaces shall be reserved for the school's use. (P&Z)
8. The applicant shall provide outdoor play area to the satisfaction of the Alexandria Office of Early Childhood Development. (P&Z)
9. Trash and garbage shall be stored inside or in a dumpster. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up as often as necessary, to prevent an unsightly and unsanitary accumulation. (P&Z)
10. The applicant shall require its employees who drive to work to use off-street parking. (P&Z)
11. The applicant shall encourage its employees to use mass transit or to carpool when traveling to and from work, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of carpooling opportunities. (P&Z)
12. The applicant shall contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the child care center, which shall be completed prior to the child care center opening, and regarding a robbery awareness program for employees, and safety programs available through the Department for the Children. (Police)
13. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z)

14. The Director of Planning and Zoning shall review the special use permit after the school has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF: Eileen Fogarty, Director, Department of Planning and Zoning;
Barbara Ross, Deputy Director;
Bettina Irps, Urban Planner.

Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

IV. CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.

Code Enforcement:

- F-1 The proposed use requires a change of use from B-Business for Unit 310 respectively to E-Educational. The proposed use shall comply with all applicable provisions for E Use (USBC)
- C-1 The proposed use is a change in use group classification; a new Certificate of Occupancy is required (USBC).
- C-2 When a change of use requires a greater degree of structural strength, fire protection, exit facilities or sanitary provisions, a construction permit is required.
- C-3 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-4 A fire prevention code permit is required for the proposed operation. An egress plan showing fixture location, aisles and exit doors shall be submitted for review with the permit application.
- C-5 Alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Five sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application. The plans must include all dimensions, construction alterations details, kitchen equipment, electrical, plumbing, and mechanical layouts and schematics.
- C-6 This structure contains mixed use groups and is subject to the mixed use and occupancy requirements of USBC.

- C-7 Required exits, parking, and accessibility for persons with disabilities must be provided to the building.

Health Department:

- C-1 An Alexandria Health Department Permit is required for all regulated facilities. Permits are not transferable.
- C-2 A Certified Food Manager must be on duty during all hours of operation.
- C-3 Permits must be obtained prior to operation.
- C-4 Five sets of plans must be submitted to and approved by this department prior to construction.
- C-5 This facility must meet state and city Social Services requirements for air and floor space, toilet facilities, separate isolation room for sick children, lighting, temperature, storage for cots, clothing. Other items may be required by state or city codes.
- C-6 If food preparation or food handling is done on the premises, five sets of plans of the food handling areas are to be submitted to the Health department for approval.
- C-7 This facility must meet commercial standards (13 or more). Plans must comply with Alexandria City Code, Title 11, Chapter 2, Food and Food Establishments. A \$135.00 fee is required for review of plans for food facilities.
- C-8 If enrollment is kept to a maximum of 12 children at any one time, the facility may use home-style (semi-public restaurant) standards for food service.

Police Department:

- R-1 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the childcare center. This is to be completed prior to the child care center opening for business.
- R-2 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding a robbery awareness program for employees.
- R-3 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding safety programs available through the department for the children.

- F-1 Staff spoke to Sharon Shackelford who is the Director for the preschool. She advised staff that all employees would go through the Child Protective Services Registry. All employees would have a Criminal History check and background check. The Alexandria Police Department concurs with this.

Human Services (Social Services, Office of Early Childhood Development):

- F-1 On April 15, 2004, a site visit was made by OECD staff, Nancy Striniste, to 4600 Duke Street to review the proposed plan to renovate part of a second story two-unit space to house an office and 2 child care classrooms for up to 32 children ages 3-5.
- F-2 There is good natural light in the space.
- F-3 The main entry to the space, from the public hallway, leads directly into one classroom. There is currently signage on the door indicating that it should remain unlocked at all times.
- F-4 The second classroom is currently open to a space that was planned for use by Multicultural Human Services, the co-lessee.
- F-5 Each of the two classroom spaces has a residential style bathroom adjacent.
- F-6 The outdoor play space will be in a nearby city-owned park. There are also walking paths, a stream with two bridges, and green spaces in the vicinity, which provides the potential for rich outdoor experiences for the children. Careful supervision will be required by staff when traveling between the building and the park, because crossing a parking lot is required to access these areas, and the stream is down a slope adjacent to the sidewalk. The stream appears to be a prime candidate for a cleanup, as the wooded area is spoiled by some trash and debris.
- R-1 The renovation will require new finishes on walls, replacement or cleaning of carpet, and window repairs (one window seems to be held in place with duct tape).
- R-2 It is recommended that a full height wall be built to fully enclose this classroom. There should be a door in the wall if code requires it.
- S-1 Currently the windows are inoperable (because crank handles are absent from awning style windows), but to provide healthy ventilation (to cut down on the spread of illness), at least some of the upper panels should be made safely operable.

- S-2 If this will be the case when CFNC occupies the space, OECD suggests that a wall, at least 3' tall, with a gate or door, be added to separate the entry area from the classroom portion of the space. This will be a child-safety issue.
- S-3 Once across the parking lot, the sidewalk leading to the park is uneven, and there is a metal pipe protruding vertically from the asphalt that presents a tripping hazard. It is recommended that this be removed.
- S-4 The park has some play equipment: 3 rocking animals, a see-saw, two sling-style swings and a waterplay/playhouse type structure. There are also two benches which appear to be well located in the only shady portion of the space. The swings are not well-located or in good condition, and it is suggested that they be removed. They could be replaced with a horizontal tire swing located out of traffic. An age appropriate climber should be added to the park. The waterplay structure does not appear to be useful, because there is no access to running water in the park. More shade, either in the form of a structure or trees would make the space more usable in the summer.

APPLICATION for SPECIAL USE PERMIT # 2004-0021

[must use black ink or type]

PROPERTY LOCATION: 4600 Duke Street, Suites 309-310, Alexandria, VA 22304

REVISED

TAX MAP REFERENCE: ~~058.01-0A-0310~~ 059.01 0A 0325 ZONE: RC
~~058.01-0A-0309~~

APPLICANT Name: Child and Family Network Centers, The

Address: 3701-A Mt. Vernon Avenue, Alexandria, VA 22305

PROPERTY OWNER Name: The West End Corporation

Address: 4600 Duke Street, Alexandria, VA 22304

PROPOSED USE: Private School – non-profit preschool and family support center.

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicants are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly states to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning and Ordinance of the City of Alexandria, Virginia.

Child and Family Network Centers, The
Print Name of Applicant or Agent

by Barbara Fox Mason
Exec. Dir. CFNC

[Signature]
Signature

3701-A Mt. Vernon Avenue
Mailing/Street Address

(703)-836-0214
Telephone #

(703)-836-3180
Fax #

Alexandria, VA 22305
City and State Zip Code

March 23, 2004
Date

===== DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY =====

Application Received: _____ Date and Fee Paid: _____ \$ _____

ACTION – PLANNING COMMISSION: _____

ACTION – CITY COUNCIL: _____

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is (*check one*) ☐ the Owner ☐ Contract Purchaser

☒ Lessee or ☐ Other: _____ of the subject property.

State the name, address and percent ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

The Child and Family Network Centers, formerly Alexandria Community Network Preschool, is a Virginia non-stock corporation whose offices are located at 3701-A Mt. Vernon Avenue, Alexandria, Virginia 22305. Attached is a list of the Board of Directors of the Corporation.
(ATTACHED)

~~☒ Co-Lessee~~

~~The Center for Multicultural Human Services (CMHS) is a private non-profit corporation whose offices are located at 701 West Broad Street, Falls Church, Virginia 22040.~~

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

☒ Yes. Provide proof of current City business license (ATTACHED)

☐ No. The agent shall obtain a business license prior to filing application, if required by the City Code.

2. Submit floor plan and plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8 ½" x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduces. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

SEE DRAFT FLOOR PLAN (ATTACHED)

NARRATIVE DESCRIPTION

3. **The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary)**

The Child and Family Network Centers, founded as The Alexandria Community Network Preschool (the "Applicant"), is requesting a Special Use Permit from the Planning Commission and City Council to utilize the leased space located at 4600 Duke Street, Suite 310, Alexandria, Virginia 22304 for the purpose of expanding the Applicant's Preschool programs from 3701-A Mt. Vernon Avenue, Alexandria, Virginia 22305.

During FY 2002/03 the Child and Family Network Centers engaged in a comprehensive planning process that produced a strategic plan that will guide CFNC's growth over the next three years. Included in this plan are provisions to sustain core programs at our current location, while expanding our efforts into additional areas of the West End of Alexandria to fulfill a well-documented need for early childhood education.

CFNC plans to utilize the leased space at 4600 Duke Street, Suite 310 as two (2) classrooms for their preschool program. CFNC will employ four (4) teachers and one (1) administrative assistant at the above mentioned location to service approximately 32 children (ages 3-4). The number of CFNC employees and students will not total more than 38 individuals at any given time. Parking at the leased space is provided on-site in the rear of the building. Approximately 110+ parking spaces are available and may be used by CFNC employees/clients during its hours of operation. The hours of operation for both preschool classrooms will be Monday – Friday, from 9:00 a.m. to 3:00 p.m. The hours for CFNC's administrative assistant will be Monday – Friday, from 9:00 a.m. to 5:00 p.m. CFNC will offer its services in collaboration with those provided by the Center for Multicultural Human Services (CMHS).

~~**[X] Co-Lessee/Applicant**~~

~~The Center for Multicultural Human Services (the "Co-Applicant"), is jointly requesting a Special Use Permit from the Planning Commission and City Council to utilize the leased space, within the building located at 4600 Duke Street, Suite 309, Alexandria, Virginia 22304, as a branch office that CMHS can use to serve the ever-increasing low-income cultural minority population residing in Alexandria.~~

~~In this new location, CMHS will service approximately 20 adults and 20 children, ages 6 – 70+, on a daily basis through the following services: counseling, after-school and weekend tutorial programs, at-risk youth services, crisis assistance (and support groups for victims of domestic violence), anger management classes, life skills, job skills and English as a second language (ESL) classes. CMHS will deploy four (4) employees to the above mentioned location and the total number of occupants will not exceed 44 individuals at any given time. Parking at the leased space will be provided to employees and patrons on-site in the rear of the building. Approximately 110+ parking spaces are available and may be used by employees/clients during its hours of operation.~~

USE CHARACTERISTICS

4. The proposed special use permit request is for (check one)

- ☒ a new use required a special use permit,
☐ a development special use permit,
☒ an expansion or change to an existing use without a special use permit,
☐ expansion or change to an existing use with a special use permit,
☐ other. Please describe: _____

5. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

The Child and Family Network Centers (CFNC) is to serve approximately 32 preschool-aged children (two classrooms) through its accredited Preschool Program. The hours of operation for the preschool program will be from 9:00 a.m. to 3:00 p.m., Monday through Friday. The hours for CFNC's administrative assistant will be from 9:00 a.m. to 5:00 p.m., Monday through Friday.

~~The Center for Multicultural Human Services (CMHS) is to serve approximately 20 adults and 20 children, ages 6-70, on a daily basis. The hours of operation for CMHS's services will be 8:30 a.m. to 9:00 p.m., Monday through Friday and 9:00 a.m. to 5:00 p.m. on Saturdays. The space will be utilized on occasion on Sundays (for special meetings and events only) between 9:00 a.m. and 5:00 p.m.~~

B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, shift).

The Child and Family Network Centers (CFNC)

4 preschool teachers from 9:00 a.m. to 3:00 p.m., Monday through Friday.

1 administrative assistant from 9:00 a.m. to 3:00 p.m., Monday through Friday.

~~The Center for Multicultural Human Services (CMHS)~~

~~4 employees from 8:30 a.m. to 9:00 p.m., Monday through Friday.~~

~~4 employees from 8:30 a.m. to 5:00 p.m., Saturdays.~~

~~4 employees between 9:00 a.m. and 5:00 p.m., Sundays [on occasion, for special events]~~

6. Please describe the proposed hours and days of operation for the proposed use:

Day:

Hours:

CFNC: Monday through Friday

9:00 a.m. to 5:00 p.m.

~~CMHS: Monday through Friday~~

~~8:30 a.m. to 9:00 p.m.~~

~~Saturday~~

~~8:30 a.m. to 5:00 p.m.~~

~~Sunday~~

~~9:00 a.m. to 5:00 p.m. [on occasion]~~

7. Please describe any potential noise emanating from the proposed use:

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

Inclusive of both CFNC (and CMHS) there will be no noise unusual from the current use. Adults and children will be talking indoors and the children will participate in short, supervised activities on the outdoor play area. Mechanical equipment will not be used.

B. How will noise from the patrons be controlled?

Noise will be controlled by supervising activities and a high ratio of staff to students.

8. Describe any potential odors emanating from the proposed use and plans to control them:

There will be no odors emanating from the proposed operation of the Preschool and Family Support program operated by CFNC ~~nor from the proposed operation of services provided by CMHS~~

9. Please provide information regarding trash and litter generated by the use:

A. What type of trash will be generated by the use?

Paper and food items, typical to the operation of a preschool and related family services.

B. How much trash and garbage will be generated by the use?

A nominal amount will be generated, approximately 3-4 small trash bags per day.

C. How often will trash be collected?

Trash will be collected several times per week.

D. How will you prevent littering on the property, streets and nearby properties?

All children will be under adult supervision. Adults and families will be reminded of the importance of keeping the property and neighborhood clean and attractive.

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

☐ Yes. ☒ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

☒ Yes. ☐ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

A minimal amount of non-toxic art supplies normally used by a preschool. All of the paint and supplies will be water soluble.

12. What methods are proposed to ensure the safety of residents, employees and patrons?

CFNC's preschool program is a state licensed and nationally accredited program and is thus under strict safety guidelines for both staff and clients.

~~CMHIS is committed to providing and maintaining the highest possible standard of safety for its employees, clients and the public. We will uphold the Federal Policy and VA Statutes & Rules for Occupational Health, Safety & Welfare, Emergency Preparedness, etc. All reasonable steps will be undertaken by CMHIS to integrate safety with all other operational functions, ensure that safety systems and procedures are adhered to at all times, and provide such information, instruction and training as may be necessary to ensure employee, client and public safety.~~

ALCOHOL SALES

13. Will the proposed use include the sale of beer, wine, or mixed drinks?

☐ Yes. ☒ No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

PARKING AND ACCESS REQUIREMENTS

14. Please provide information regarding the availability of off-street parking:

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

Pursuant to 8-200 (A), two parking spaces are required for each classroom. Based on this requirement, a total of 4 spaces are required.

B. How many parking spaces of each type are provided for the proposed use?

_____ Standard spaces

_____ Compact spaces

_____ Handicapped accessible spaces

110+ **Other.** The applicant(s) will have access to the entire rear parking lot during its hours of operation. The applicant's required four spaces are not specifically assigned.

C. Where is required parking located? ☒ on-site ☐ off-site (check one)

If the required parking will be located off-site, where will it be located:

Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

D. If a reduction in the required parking is requested, pursuant to section 8-100 (A)(4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

15. Please provide information regarding loading and unloading facilities for the use:

A. How many loading spaces are required for use, per section 8-200(B) of the zoning ordinance? None

B. How many loading spaces are available for the use? One (1)

C. Where are off-street loading facilities located? In the loading area adjacent to the building's entry.

- D. During what hours of the day do you expect loading/unloading operations to occur?

Deliveries will be received during normal business hours.

- E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

The applicant does not believe it will receive more than one (1) delivery per day.

16. Is street access to the subject property adequate or are any street improvements, such as new turning lane, necessary to minimize impacts on traffic flow?

None

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? ☒ Yes. ☐ No.

Do you propose to construct an addition to the building? ☐ Yes. ☒ No.

How large will the addition be? _____ square feet.

18. What will be the total area occupied by the proposed use be?

~~2,898~~ sq. ft. (existing) + _____ sq. ft. (addition if any) = ~~2,898~~ sq. ft. (total)

19. The proposed use is located in: (check one)

☒ stand alone building ☐ house located in a residential zone ☐ warehouse

☐ shopping center. Please provide name of the center:

☐ office building. Please provide name of the building:

☐ other, please describe:

The Child and Family Network Centers has attached information regarding tax identification and property information on the following pages. If you have any questions regarding zoning and tax map references please contact our real estate agent, Suzanne Ward (Ward Realty) at 703.212.2277

SUP2004-0021

ATTACHED:

The Child and Family Network Centers current Board Member List.

Ward Realty current City Business License.

Ward Realty Public Record Information on 4600 Duke Street Property.

Draft Floor Plan.

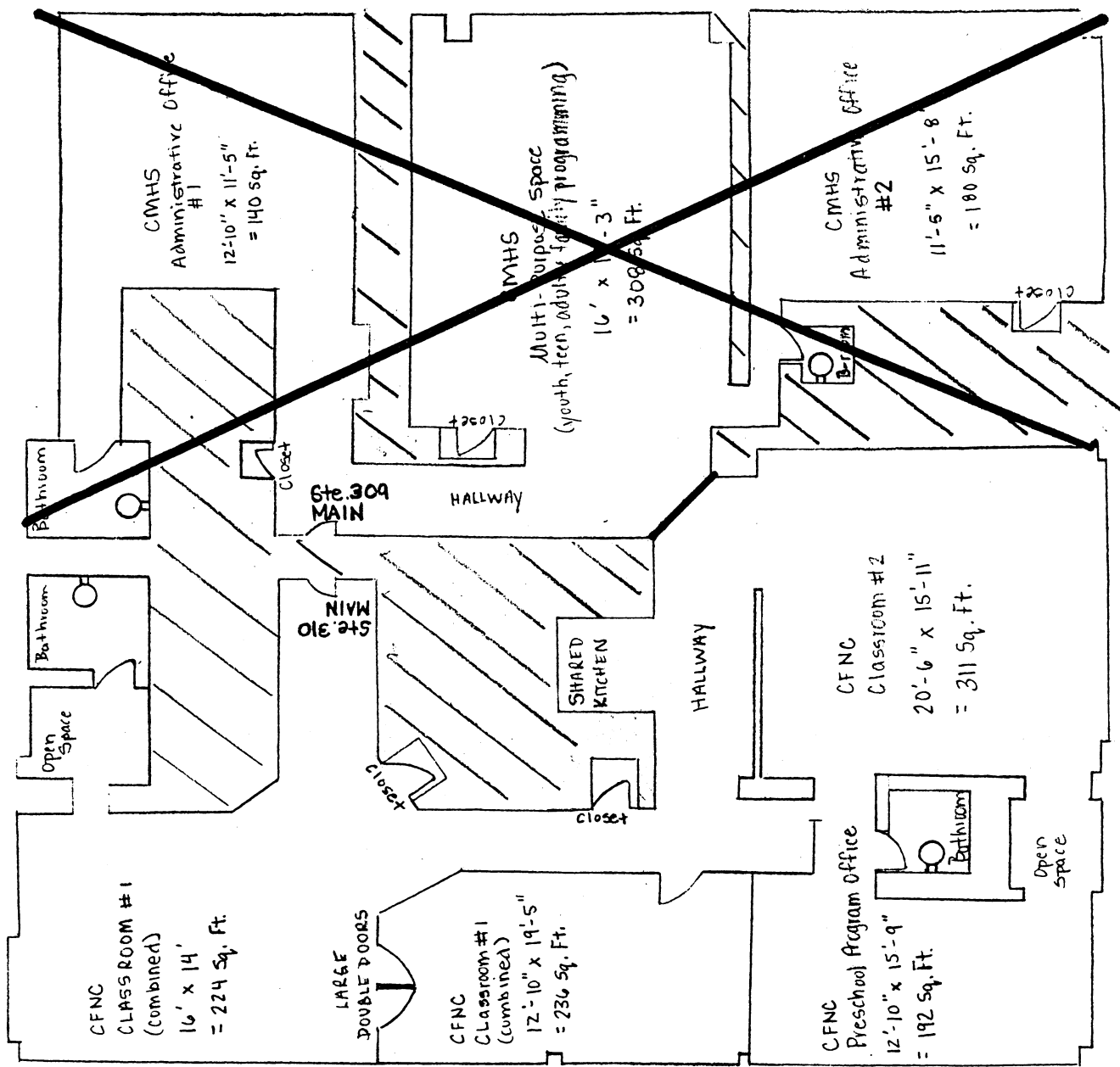
1600 DUKE STREET
SUITE 304-310

TOTAL SQUARE FEET = 2,848 F.T.

SUP 2004-0021

REVISED

*ROOM MEASUREMENTS ARE APPROXIMATIONS



SUP 2004 - 0021

The Child and Family Network Centers
BOARD OF DIRECTORS/ADVISORS, 2003/2004

Executive Committee

John Ronveaux

President

7743 Southdown Road

Alexandria, VA 22308

703-625-7617 (cell)

703-768-6658 (h)

email: jaronveaux@aol.com

Governance Committee

Realtor, Coldwell Banker—Pardoe

Alexandria, VA 22314

703-518-8300 (w)

703-518-8314 (fax)

Steven C. Nearman

Vice President

1005 Cameron Street

Alexandria, VA 22314

703-683-4660 (w)

703-587-4321 (cell)

email: steve@nearmanfinancial.com

Chair, Governance Committee

Financial Advisor

Nearman Financial Consulting Inc.

703-683-9433 (fax)

Lee W. Ellett

Secretary

105 West Cedar Street

Alexandria, VA 22301

703-836-5035 (h/w)

703-836-0625 (fax)

email: leeand4@aol.com

Co-Chair, Development Committee

Speech – Language Therapist

Dagobert Soergel

Trustee/Treasurer

504 North Quaker Lane

Alexandria, VA 22304

703-823-2840 (h)

703-823-6427 (fax)

email: ds52@umail.umd.edu

Finance Committee

Professor, University of Maryland

301-405-2037 (w)

301-314-9145 (fax)

703-585-2840 (cell)

Board Members

Beth Aberg

112 Sylvan Court

Alexandria, VA 22304

703-370-2632 (h)

703-625-7051 (cell)

email: baberg@randomharvestinc.com

Term expires 6/2005

Development Committee

President, Random Harvest Inc.

202-333-6621 (w)

202-333-6808 (fax)

22

Katharine Boyce

106 West Rosemont Avenue
Alexandria, VA 22301
703-548-6292 (h)
202-253-2569 (cell)
email: kboyce@pattonboggs.com
Term expires 6/2005

Governance Committee

Attorney and Partner, Patton Boggs LLP
202-457-6094 (w)
202-861-2997 (fax)

Suzanne S. Brock

314 South St. Asaph Street
Alexandria, VA 22314
703-549-9063 (h)
email: ssbrock@comcast.net

Finance Committee

Ludwig Gaines

302 Princeton Boulevard
Alexandria, VA 22314
703-823-6116 (h)
703-328-7526 (w/cell)
email: ludgaines@aol.com
Term expires 6/2005

Development Committee

Professor, Howard University Law School
Member, Alexandria City Council
703-823-1303 (fax)

Peter G. Gartlan

10 West Cedar Street
Alexandria, VA 22301
703-549-9670 (h)
202-438-4748 (cell)
202-333-5394 (fax)
email: peteg@donohoe.com
Term expires 6/2006

Governance Committee

Development Committee

President, Donohoe Development Company
202-625-4212 (w)

Geoffrey N. Giovanetti

6110 Vernon Terrace
Alexandria, VA 22307
703-329-1523 (h)
703-860-2300 (w)
703-860-2422 (fax)
email: ggiovanetti@wssa.com

Chair, Finance Committee

Wine & Spirits Shipping Association
Reston International Center, Suite 332
11800 Sunrise Valley Drive
Reston, VA 20191

Maritza Guzmán

112 East Alexandria Avenue
Alexandria, VA 22301
703-535-6810 (h/w/fax)
email: mguzman@comcast.net
Term expires 6/2006

Governance Committee

Independent Consultant
202-468-2488 (cell)

Peyton Jackson

8704 Standish Road
Alexandria, VA 22308
703-799-3151 (h)
703-780-4401 (w)
703-799-4156 (fax)
email: pjackson1@cox.net

Development Committee

Business Advisory Services
8704 Standish Road
Alexandria, VA 22308

Steven Reed

3933 Colonel Ellis Avenue
Alexandria, VA 22304
703-370-1242 (h)
703-862-1608 (cell)
email: sreed@steptoe.com
Term expires 6/2005

Finance Committee

Partner, Attorney
Steptoe & Johnson LLP
202-429-3902 (fax)

Bruce Rodenberg

915 Cameron Street
Alexandria, VA 22314
703-548-3299 (h)
703-549-1974 (w)

Governance Committee

Kindergarten Teacher
St. Paul's Nursery and Day School

Michael Rowen

3193 Wheatland Farms Drive
Oakton, VA 22124
703-383-3836 (h)
703-304-9426 (cell)
email: michael.rowen@capitalone.com
Term expires 6/2006

Development Committee

Vice President, Investor Relations
Capital One
703-720-2457 (w)

The Rev. Carla Thompson

1107 North Royal Street
Alexandria, VA 22314
703-299-0207 (h)
703-980-6875 (cell)
email: revbaseball70186@aol.com or emptytomb12321@aol.com
Term expires 6/2005

Development Committee

Vicar, Meade Memorial Episcopal Church
703-549-1334 (w)
703-549-1357 (fax)

Advisory Board

Sally Burke Brierre

1803 Nicholson Lane
 Alexandria, VA 22302
 703-836-0067 (h/w)
 571-236-5578 (cell)
 email: salgal21@aol.com or wvbrierre@aol.com
Service begins September, 2003

Finance Committee

Landscape Designer
 Brierre Garden Design
 703-351-0132 (fax)

Loretta Y. Britten

4520 King Street, Apt. 403
 Alexandria, VA 22302
 703-671-6609 (h)
 703-683-0683 x219 (w)
 email: lybritten@aol.com
Service begins September, 2003

Governance Committee

Project Manager
 EEI Communications
 Alexandria, VA 22314

Susan E. Schiro

7710 Annandale Mains Court
 Annandale, VA 22003
 703-642-0542 (h)
 703-628-0640 (c)
 email: susan.schiro@agedwards.com
Service begins October, 2003

Co-Chair, Development Committee

Financial Consultant
 1900 Duke Street, Suite 100
 703-548-5700, x292 (w)
 703-836-4842 (f)

Andres Tobar

P.O. Box 41329
 Arlington, VA 22204
 703-379-7487 (w)
 email: andrestobar1@yahoo.com
Service begins November, 2003

Development Committee

Publisher and Editor-in-Chief
 The Latino Messenger
 Arlington, VA

SUP 2007-0021

Advisors to the Board

Henry Hart
Legal Advisor
1945 Shiver Drive
Alexandria, VA 22307
703-768-7919 (h)
202-414-9299 (fax)

Reed Smith Hazel & Thomas LLP
1301 K Street, NW, Suite 1100, E. Tower
Washington, DC 20005-3317
202-414-9225 (w)

Barbara Fox Mason
213 N. Fairfax Street
Alexandria, VA 22314
703-683-1138 (h)
703-836-0214 (w)
email: masonacnp@aol.com or bmason@cfnc-online.org

Executive Director
The Child and Family Network Centers
3701A Mount Vernon Avenue
Alexandria, VA 22305



CONDOMINIUM SERVICES, INC.
4600 DUKE STREET, SUITE #331
ALEXANDRIA, VIRGINIA 22304
703-370-1600
FAX 703-823-8628



4 May 2004

The Center for Multicultural Human Services
701 West Broad Street
Falls Church, VA 22046

The Child and Family Network Centers
3701-A Mount Vernon Avenue
Alexandria, VA 22305

SUBJECT: Application for Special Use Permit

Dear Applicant:

The Board of Directors of The First Owners Association has approved the use for units 309 & 310 at 4600 Duke Street with the following conditions:

1. Insurance Policy. The Board of Directors must be held harmless by all parties involved.
2. No use of the lobby.
3. Double parking is prohibited.
4. Autos and service vehicles must park in the parking spaces.
5. The reserved parking is for personnel staffing the preschool only. Those individuals with appointments in the evenings must park on the street.
6. No occupancy on the weekends without Board approval.
7. There will be a six month review.

If you have any questions, kindly call me at (703) 751-4600.

Sincerely,

Frank Ward
Managing Agent

17
6-12-04

June 10, 2004

Statement by
Miguel Roncal

To: Mr. Bill Euille, City of Alexandria Mayor
Ms. Del Pepper, City of Alexandria Vice Mayor
Mr. Roh Krupicka, City of Alexandria Council Member
Mr. Ludwig Gaines, City of Alexandria Council Member
Mr. Andrew Macdonald, City of Alexandria Council Member
Mr. Paul Smedberg, City of Alexandria Council Member
Ms. Joyce Woodson, City of Alexandria Council Member

From: Owners and Residents at 4600 Duke Street

Re: Request for Special Use Permit by The Child and Family Network Centers to
operate a child care facility in unit 310, 4600 Duke Street

As concerned owners and residents at 4600 Duke Street we respectfully request that the Alexandria City Council table consideration of the request by The Child and Family Network Centers to operate a child care facility in unit 310, 4600 Duke Street.

The Alexandria Planning Commission recommended granting the Special Use Permit at its June 1, 2004, meeting. We believe, however, that the Planning Commission did not give proper attention to a number of aggravating circumstances:

1. Five 4600 homeowners (Mr. David Halla, Ms. Lina Raychaudhuri, Ms. Martha Wright, Ms. Gloria Norris and Mr. Miguel Roncal) and two homeowners from the adjacent area (Mr. James Paulk and Mr. Ronald Holder) spoke against the request at the June 1 meeting, indicating that there is serious concern. It is true that the Board of Directors at 4600 Duke Street has given its consent. However, as Ms. Lois Garrity, Board Vice President, acknowledged before the Planning Commission, the Board failed to bring this item before the 4600 Duke community. Ms. Garrity also acknowledged that in granting its consent the Board acted counter to the recommendation of the Building Committee at 4600 Duke. Given the clearly controversial nature of the request it is critical that the community at 4600 Duke be able to examine the pros and cons in a public meeting before the City Council takes action. To do otherwise would in effect disenfranchise the affected community members.
2. The approval granted by the Board of Directors does not provide sufficient evidence of community backing. As indicated above, the Board acted in disregard of the recommendation of its own Building Committee and failed to open the issue to broader consideration. There is in fact a long-standing pattern of disregard of community opinion at 4600 Duke. In a January 12, 2002 letter to Dr. F. J. Pepper, 4600 Duke Board President, Mr. Lincoln Cummings, President of Cummings & Associates, Inc., a consulting firm hired by the Board to evaluate the management of the building, refers to "unique characteristics" in the complex, "such as . . . non-compliance with generally accepted due process procedures, and

lack of effective rules enforcement." We believe that once again due process is being violated by the non-consultative actions of the Board. The affected community deserves an opportunity to give proper consideration to a matter that has generated significant controversy, and which has not been handled with proper regard for accountability and transparency in decision-making.

3. There are potential conflict of interest issues in this request which need careful assessment. Dr. F.J. Pepper is the President of the Board at 4600 Duke, and also the husband of City of Alexandria Vice Mayor Del Pepper. West End Corporation is listed as the owner of the affected unit at 4600 Duke, and also the owner of Condominium Services, Inc., the company hired to manage 4600 Duke. Mr. Frank Ward is an agent for Condominium Services, Inc., and also the husband of Susan Ward, the realtor representing The Child and Family Network Centers. These interconnections raise the concern that decisions may be reached due to personal considerations and not on the basis of the best interest of those affected. These concerns may prove to be unfounded, but it would be wise to allow for a full and open airing of the issues to lay them to rest.
4. At the Planning Commission meeting concerns were raised about the suitability of the location for a child care center. It is unclear how these concerns are to be addressed. In particular, parking issues were raised numerous times. The Planning Commission staff, which recommended approval of the request, comes to some fundamentally faulty conclusions in this regard. The staff report states that, "The child care center's employees and parents will park in the surface lot, where parking is available on a first come, first served basis," disregarding the fact that visitors to the building, such as parents of the center, are not allowed to park in the premises. The report also recommends that "A minimum of four parking spaces shall be reserved for the school's use," disregarding the fact that three-bedroom units in the building, such as unit 310 which would house the center, are allowed a maximum of three parking permits, and that as the staff report itself indicates, there is no provision made for assigned parking. The report also recommends that "The applicant shall require its employees who drive to work to use off-street parking," disregarding the already short supply of parking in the adjacent area, as addressed by the homeowners who spoke at the Planning Commission meeting. We believe that the affected community deserves a clear explanation of how these, and other concerns raised, will be met before a final determination is made.
5. There are other anomalies that trouble us. For instance, in the Application for Special Use Permit, the owner of unit 310 is listed as West End Corporation. However, according to the Virginia State Corporate Commission, West End Corporation was purged from its ledgers on December 31, 1994. We believe that this also requires additional time for evaluation.

We want to clarify that we recognize and support the responsibility of the City of Alexandria to provide adequate day care facilities for its children. We are troubled,

however, because we, as the affected community members, have not been given an adequate opportunity to participate in an open and legitimate process of evaluation. It is for this reason that we respectfully request the City Council to table consideration of this request to allow the community at 4600 Duke to carry out an appropriate hearing.

This request is subscribed by the following homeowners at 4600 Duke:

Name

Signature

JORGE R. ROGACHEVSKY
Alexandra R. Roncal

[Signature]
Alexandra Roncal

David Halla
MILORAD K. WHELEP
ESTELLE C. Sobel

David Halla
MILORAD K. WHELEP
Estelle Sobel

MA Holloway
MARTHA J. WRIGHT
LINA RAYCHAUDHURI
GLORIA NORRIS

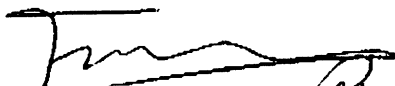



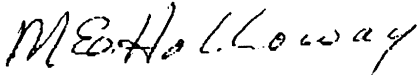

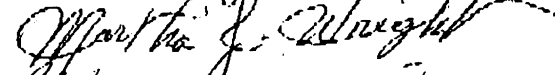
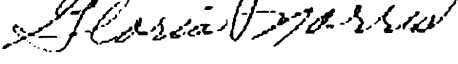
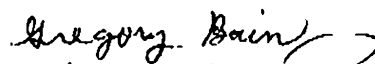
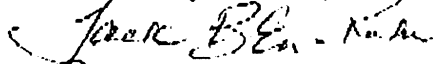

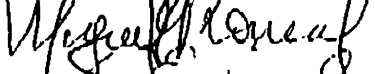
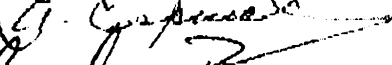
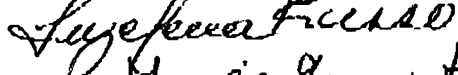


M. Holloway
Martha J. Wright
Lina Raychaudhuri
Gloria Norris

GREGORY BAIN
JACK BEN RUBIN
John M. White
MIGUEL G. RONCAL
Angelina Espinal
Lucelena Russo
INES GRANT
Felice Smith

Gregory Bain
Jack B. Rubin
John M. White
Miguel G. Roncal
Angelina Espinal
Lucelena Russo
Ines Grant
Felice Smith

however, because we, as the affected community members, have not been given an adequate opportunity to participate in an open and legitimate process of evaluation. It is for this reason that we respectfully request the City Council to table consideration of this request to allow the community at 4600 Duke to carry out an appropriate hearing.

This request is subscribed by the following homeowners at 4600 Duke:

Name	Signature
JORGE R. ROGACHEVSKY	
Alexandra R. Roncal	
MILFRED KNEELEY	
Estelle C. Sobel	
M. E. Holloway	
LINA RAYCHAUDHURI	
MARTHA J. WRIGHT	
GLORIA NORRIS	
GREGORY BAIN	
JACK BEN-RUBIN	
John M. White	
MIGUEL G. RONCAL	
Angelina Espinal	
Luzelena Russo	
INÉS GRANT	
FELICE SMITH	

Commonwealth
of Virginia



State
Corporation
Commission

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Help

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*West End
Corporation
Non-Existant*

WEB#286

TCP00047 CISM9022

CIS
NAME SEARCH

12
12
PA

SEARCH NAME:

WESTENDDINNERTHEATREINC

GO TO PAGE:

CORP-ID

CORPORATION NAME

1: 0182091-9

WEST END CORPORATION

DIF
ST
PU

2: 0473278-0

WEST END CRANE RENTAL, INC.

12
FE

3: 0490541-0

WEST END DENTAL ASSOCIATES, P.C.

11
AC

4: 0468848-7

WEST END DETAILING OF VIRGINIA, INC.

09
PU

5: 0269954-4

WEST END DEVELOPMENT, INC.

09
PU

6: 0275972-8

WEST END DIALYSIS CENTER, INC.

03
AC

7: 0197626-5

WEST END DINNER THEATRE, INC.

05
AC

COMMAND:

02

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to Function Key Documentation.

Commonwealth
of VirginiaState
Corporation
Commission

Enter

Signoff

Help

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WEB#286

TCP00047

CISM1001

CIS

OFFICERS/DIRECTORS AND PRINCIPAL OFFICE

CORPORATE ID:

0403611

7

CURRENT AR# 203-01-2412 DATE

CORP NAME:

WARD REALTY, INC.

STREET: 4600 DUKE ST #431

CITY: ALEXANDRIA

STATE: VA ZIP: 22304

DIR REQUIRED: N

OFFICERS/DIRECTORS DISPLAY FOR AR# 203-01-2412

NAME

TITLE

S C
E A
L T
B
B
D
D

SUZANNE WARD

P/T

FRANKLIN L WARD

VP/S

FRANKLIN L WARD

DIRECTOR

SUZANNE WARD

DIRECTOR

COMMAND:

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to Function Key Documentation.

Commonwealth
of Virginia



State
Corporation
Commission

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Help

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WEB#329

TCP00020

CISM1001

CIS

OFFICERS/DIRECTORS AND PRINCIPAL OFFICE

CORPORATE ID:

0130188 6

CURRENT AR# 203-39-1416 DATE

CORP NAME:

CONDOMINIUM SERVICES, INC.

STREET:

4600 DUKE ST #331

CITY:

ALEXANDRIA

STATE:

VA

ZIP: 22304

S C
E A
L T

OFFICERS/DIRECTORS DISPLAY FOR AR#

DIR REQUIRED: Y

203-39-1416

NAME

TITLE

B

LINDSAY A LANGDON

PRESIDENT

B

BRYAN L SELLSTY JR

VICE PRESIDE

B

ELISABETH B SELLS

SEC/TREAS

COMMAND:

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to Function Key Documentation.

Metropolitan Regional Information Systems, Inc.

Page:

Date: 05/11/0

ax ID#: 50213400

** PUBLIC RECORD **

Tax ID#: 50213400 County: AX
 PROPERTY ADDRESS: 4600 DUKE ST, 310, ALEXANDRIA, VA 22304-2516
 Incorporated City: ALEXANDRIA Legal Subdiv/Neighborhood: FORTY SIX HUNDRED
 OWNER: Phone #: () Abs Owner: N Company: GORDON
 PROPERTIES LLC

MAIL ADDRESS: 4600 DUKE ST, ALEXANDRIA, VA 22303-2552 Condo/Coop Project Name: FORTY SIX HUNDRE

LEGAL DESCRIPTION: UNIT 310 FORTY-SIX HUNDRED-COMMERCIAL UNIT

Mag/Dist #: Lot: 310 Block/Square: A Tax Map: 059.01 0A 0310
 Elec Dist: 8 Legal Unit #: 310 Grid: Map: 059.01
 Section: Blk Suffix: Subdiv Ph: Addl Parcel Flag#: /
 Map Suffix: Suffix: Parcel: Sub-Parcel:

TOTAL TAX BILL: \$1,001 State/County Tax: City Tax: \$1,001 Tax Levy Yr: 2003
 Front Foot Fee: Spec Tax Assmt: Refuse: Tax Rate: 1.04
 Tax Class: Homestead/Exempt Status: Exempt Class: 0 Mult. Class:

ASSESSMENT

Year Assessed	Total Tax Value	Land	Improvement	Land Use	Taxable Assessment
2004	\$96,700	\$30,900	\$65,800	\$	State: \$
Previous	\$75,800	\$23,800	\$52,000	\$	Municipal: \$
Early	\$55,600	\$12,400	\$43,200	\$	City: \$

DEED Doc #/Lib: 2002 Deed Folio: 36858 Deed Type:
 Transfer Date Price Grantor Grantee
 30-OCT-2002 \$0 DOHERTY, CORNELIUS H JR E GORDON PROPERTIES LLC
 01-NOV-1988 \$0 WEST END CORP DOHERTY, CORNELIUS H JR E
 10-FEB-1978 \$8,152,178

PROPERTY DESCRIPTION

Year Built: 0 Zoning: RC Census Trct/Block: 200600/200 Irregular Lot:
 Square Feet: 0 Acreage: 0.00 Land Use: Residential
 Property Class: 140 Plat Liber/Folio: / Property Card:
 Zoning Desc: HIGH DENSITY APT ZONE Quality/Grade: 0
 Prop Use: HIGH-RISE CONDO RESIDENTIAL
 Building Use: COMMERCIAL

STRUCTURE DESCRIPTION

	Section 1	Section 2	Section 3	Section 4	Section 5
Construction					
Story	.0	.0	.0	.0	
Area	0	0	0	0	
Ext Wall:		Roofing:		Foundation:	
Stories: 0	Units:	Living Area: 0	Style: Standard Unit	Base Sq Ft:	Year Remodeled: 0
Total Building Area:					Model/Unit Type: STANDARD
UNIT					
Rooms: 0	Bemt Type:	Fireplaces: 0		Garage Type:	
Bedrooms:	Bemt Tot Sq Ft:	Fireplace Type:		Garage Sq Ft:	
Full Baths: 0	Bemt Fin Sq Ft:	Attic Type:		Gar Constr:	
Half Baths: 0	Bemt Unfin Sq Ft:	Attic Sq Ft:		Garage Spaces:	
Baths: 0	Air Cond: None				
Gas:	Heat:	Sewer:	Fuel:		
Electric:	Water:	Underground:	Walls:		

Commonwealth
of VirginiaState
Corporation
Commission

Enter

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Help

Print

WEB#336

TCP00017 CISM0180

CIS

CORPORATE DATA INQUIRY

1:
0

CORP ID: 0130188 - 6 STATUS: 00 ACTIVE STATUS DATE

CORP NAME: CONDOMINIUM SERVICES, INC.

DATE OF CERTIFICATE: 01/29/1971 PERIOD OF DURATION: INDUST
STATE OF INCORPORATION: VA VIRGINIA STOCK INDICATOR: S STOC
MERGER IND: CONVERSION/DOMESTICATION IND:
GOOD STANDING IND: Y MONITOR INDICATOR:
CHARTER FEE: CASE NO: CASE STATUS: HEARING DT
R/A NAME: WILLIAM T FREYVOGEL
ADAMS PORTER ET AL
STREET: 1650 TYSONS BLVD STE 700 AR RTN

CITY: MCLEAN STATE: VA ZIP: 22102
R/A STATUS: A ATTORNEY EFF. DATE: 11/22/02 LOC.: 129
ACCEPTED AR#: 203 39 1416 DATE: 05/30/03 FAIRFA
CURRENT AR#: 203 39 1416 DATE: 05/30/03 STATUS: A ASSESSMENT IN
YEAR FEES PENALTY INTEREST TAXES BALANCE TO
04 100.00 100.00
COMMAND:

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to Function Key Documentation.

CODE ENFORCEMENT BUREAU

COMPLAINT/INSPECTION REPORT

CMP#

LOCATION OF COMPLAINT <u>4600 DUKE ST</u>		CENSUS	DATE <u>3/18/03</u>	COMPLAINT # <u>27572</u>
RECEIVED BY	PERSON RESPONSIBLE FOR PROPERTY	ADDRESS		DAY PHONE
<div style="background-color: black; height: 20px; width: 100%;"></div>				
COMPLAINT PROACTIVE	SPECIFIC DETAILS OF COMPLAINT			
COMPLAINANT IS TO BE CONTACTED WITH INSPECTION RESULTS: YES _____ NO _____ DATE CONTACTED _____				
FINAL DISPOSITION: ABATED _____ UNFOUNDED _____ OTHER _____	INSPECTOR <u>MACKE</u>		SUPERVISOR	
REFERRED TO	CASE OPENED			

CODE ENFORCEMENT BUREAU NOTICE OF VIOLATION 838-4360

LOCATION <u>4600 DUKE ST</u>	CENSUS <u>6000</u>	DATE <u>MARCH 18 2003</u>	COMPLAINT # <u>27572</u>
---------------------------------	-----------------------	------------------------------	-----------------------------

DATE:

TIME:

A NOTICE OF VIOLATION IS BEING ISSUED PER
 THE STRUCTURAL ENGINEER EVALUATION REPORT ON
 REPAIRING THE EXISTING PARKING GARAGE SLAB AND
 WATERPROOFING THE FOUNDATIONAL WALLS
 THE CONDOMINIUM MANAGEMENT OFFICE SHALL
 SUBMIT PLANS TO Code Enforcement and obtain
 THE NECESSARY BUILDING PERMIT WITHIN 300
 DAYS OF ISSUANCE OF THIS NOTICE.

PM304.5 - Foundation walls shall be repaired to
 prevent the entry of water and properly
 sealed.

PM305.2 The Structural surface members of
 parking garage ceiling and slab shall be
 maintained in structurally sound condition.

Inspection reveals some loose concrete with exposed
 rebar.

PM605.1 - Inspected (seven) exterior window lights per
 reveals several cover plates missing, damage
 junction boxes. All cover plates and junction boxes
 shall be replaced within 90 days per violation code

AN INSPECTION OF THE ABOVE PROPERTY REVEALED CONDITIONS WHICH CONSTITUTE
 VIOLATIONS OF THE ALEXANDRIA CITY CODE. YOU ARE HEREBY ORDERED TO ELIMINATE
 THE ABOVE VIOLATIONS ON OR BEFORE (A.M./P.M.) 3-18-03 2003
 FAILURE TO COMPLY WITH THIS ORDER MAY SUBJECT YOU TO PENALTIES PRESCRIBED BY LAW.

ORDER RECEIVED BY:

DATE:

3/18/03

SERVED BY:

MACKEDATE: 3/18/03

IF YOU ARE AGGRIEVED BY THIS NOTICE YOU MUST NOTIFY THE BUILDING, FIRE OR CODE OFFICIAL
 IN WRITING WITHIN 10 DAYS OF RECEIPT OF THIS NOTICE.

CUMMINGS & ASSOCIATES, INC.

3801 Mt. Vernon Avenue, Suite 260
Alexandria, VA 22305
703 548-2611
Fax 703 548-5031
ConsultCAA@aol.com

January 12, 2002

Dr. F.J. Pepper, President
Forty Six Hundred Corporation
4600 Duke Street
Alexandria, VA 22304

Dear Dr. Pepper:

Enclosed is our evaluation of six July, 2001 management contract proposals as requested and authorized in your December 27, 2001 telephone call.

In completing our evaluation we reviewed the condominium documents, visited the condominium, talked briefly with the on-site manager, reviewed the June 1, 2001 request for proposal, and reviewed the resulting proposals submitted by:

Cardinal Management Group, Inc.
Community Management Corporation
Condominium Services, Inc.
Koger Management Group
Legum & Norman Realty, Inc.
ProCAM, LLC.

The condominium documents impose unusual restrictions on the board of directors in selecting a new management agent. These will have to be addressed before a board decision is made. The board has experienced some challenging growing pains – evidenced in the postponed annual election, reduction of the number of volunteer committee members, and the extensive time to make appropriate decisions – which indicates a need for basic leadership training.

The condominium has some other unique characteristics -- such as a significant number of management company-owned units, the current management company's maintenance and billing procedures, non-compliance with generally accepted due process procedures, and lack of effective rules enforcement – that will adversely affect the cost of managing the property.

The June 1, 2001 proposal solicitation did not provide enough information for the bidding companies to construct a comprehensive proposal tailored to your association. Each bidder therefore submitted their standard management proposal, leaving a lot unaddressed.

We look forward to discussing our findings with your board in executive session on January 22, 2002, beginning at 7:00 PM.

Sincerely,



Lincoln C. Cummings
President / Consultant

Encl.

Evaluation of Management Contract Proposals for Forty Six Hundred Corporation

Background

Condominium Services, Inc. (CSI) has managed Forty Six Hundred Corporation since its inception twenty years ago. The Board of Directors, as responsible fiduciaries, have re-competed the management contract.

The developer, West End, Inc., owns CSI and 52 commercial units and seven residential units at 4600 Duke Street, Mango Mike's At Bombay restaurant at 4580 Duke Street, the Exxon Station at 4657 Duke Street – all of which are a part of Forty Six Hundred Corporation. Voting rights are based on square footage owned. This produces the following distribution of votes:

Category	Votes
Residential, Individual Owners (389 units)	739.44
Residential, West End Owned (7 units)	14.15
Commercial, Individual Owners (~12 units)	18.21
Commercial, West End Owned (~42 units)	81.48
Restaurant Site, West End Owned	113.21
Gas Station Site, Individual Owner	<u>33.51</u>
Total	1000.00

This gives West End/CSI 21% of the total vote of the membership and a major invested interest in Forty Six Hundred Corporation. Without agreement to the contrary, CSI could persuade the gas station owner or two dozen residential owners to support them and legally block any vote to change management companies.

Legal Requirements

The Association is a Virginia corporation subject to the Virginia Condominium Act, § 55-79.39 et seq. Together with the Declaration and Bylaws, this provides the legal framework within which the board and owners must operate. Words “must”, “will” and “shall” signal that what follows is legally required; the board must act. Words “may” and “can” signal that a decision is needed by the board to create a policy for the condominium. All board members should become intimate with these documents and adhere to them.

Part of the legal requirement imposed on a condominium is due process. This includes among others meeting notice, open meetings, public hearing on policy changes, board hearing on grievances, thoughtful deliberation on all decisions, and effective meeting conduct.

The Condominium Resale Package refers to the association variously as:

- First Owners Association of 4600 Duke Condominium, Inc. (letterhead)
- Forty-Six Hundred Condominium, Inc. (audit)
- Forth Six Hundred Corporation (Declaration)
- Owner's Association of Forty Six Hundred Condominium (Bylaws)
- Owner's Association of Forty Six Hundred Condominium, Inc. (Bylaws)
- Owner's Association of FORTY SIX HUNDRED CONDOMINIUM, INC. (Bylaws)

This leads one to ask what is the real (legal) name of the condominium and whether the documents provided are actually all for the same entity. This confusion could void an otherwise solid defense of a legal challenge to any of the board of directors' decisions. As an aside, a number of Declaration pages are interspersed with the Bylaws, making reading and understanding difficult.

Of greater immediate import, the Bylaws, Article VIII, Section 2 states "... The Owners' Association shall not change Management Agents or undertake self-management, without the prior affirmative vote of members representing three-fourths (3/4ths) of the votes of the Residential and Commercial Unit owners ..." With representatives of Condominium Services, Inc. owning forty-some commercial and forty-some residential units, the current manager can effectively deprive the board of any management change merely by exercising its unit ownership rights. This needs to be addressed and resolved before the mandated vote of the members (owners) is undertaken to authorize a change of management company.

Request for Proposal

The bid solicitation was poorly constructed.

There are several undefined terms, such as BOA and PIM, that are not universally used in the industry and may be misinterpreted. There are repeated references to home owner associations which have different controlling statutes and differing operational requirements than a condominium (which for example has unique building maintenance and operation and less open space and recreation oversight). There are no stated qualifications to bid given (such as acceptable amount of insurance, firm accreditation, years of management, and employee professional designations desired) and there is no definitive scope of work provided.

Although the RFP contains many of the standard things, it misses or mis-uses a number of items, a company needs to prepare a responsive proposal. Appears that much of the RFP was lifted from an HOA RFP without conversion to condominium or explanation of what is really sought.

Condominium vision, mission, goals and desires are not stated. For example, the desire to have an integrated electronic data base for all or most association information is only implied. Clear, direct statements will generate much more attention and action.

It is vital that both the board and the bidding companies understand how the selection process will be conducted and the criteria the board will use in selecting the winner. Understanding this up front permits everyone to focus on what is important to the condominium and act accordingly. Absent this, everyone will act on their own and not necessarily in the best interest of the association.

It is unfortunate that so much time has passed since the proposals were received. You will have to give the winning company an opportunity to update their proposal before accepting it and negotiating a contract.

Scope of Work

A definitive statement of work is vital to objectively bid a management contract and to objectively evaluate a proposal.

Normal practice is to study the current management contract, identify the tasks presumably being performed, modify it to what is now desired, and assess the cost and other impact of the resulting work scope before soliciting proposals. This is a very important step. Once completed, the board or its Management Selection Committee, has an objective measure of goodness. It is far better to accomplish this late than never.

Bidding Companies

The personality, modus operandi, ethics, standards, systems and procedures, employee qualifications, company experience, etc. all play into the effectiveness of a management company. Some associations want a take charge company that will make things happen on their own, while other associations want to be more involved in day-to-day decision making. It is important for the association to know exactly what its style is, and what its vision of the association is before selecting companies to ask to submit proposals. There are dozens of management companies in our area, but only a few that match an association's personality and real needs. Several who have not submitted a proposal could fit nicely.

Each of the companies that submitted proposals are reputable. Some have more experience with condominiums than others. Some have more experience with other functions that may be important to you. Until and unless the opening qualifications are defined, there is only chance the invited companies will suit you real needs.

Proposals

Having guided dozens management company selection processes, we have seen proposals of virtually all of the area's management companies. Each has its own style and approach to management. None will prepare a bid that conforms to a standard format unless forced, for to do so would take a lot of additional effort. The six proposals reviewed are almost identical to proposals each company has submitted to other associations expect for the association name and costs proposed.

Since there was no definitive scope of work, each company applied their own desired scope. Only if the board has carefully thought out what it wants its management company to do in some specificity and conveys that to the bidders will the management company bid it or the association get what it really wants or needs.

It is infinitely easier to select the most appropriate company with selection criteria defined up front. Absent an understanding of what is important to you, it is virtually impossible to make a sound judgement.

Each of the bidding companies are sound, experienced, capable companies. Each have and are successfully managing other properties. Several, by reputation, could serve Forty Six Hundred Corporation acceptable. The question is, what do you want?

Attached is a paper on Management Selection to give you more perspective on the process involved.

An overview of the companies bidding to become Forty Six Hundred Corporation's manager:

Cardinal Management Group, Inc.

5900 Prince James Drive
Springfield, VA 22152

14 year old full-service management firm with 58 communities, 18,000 units, ~30 employees. Specializes in community associations with a pro-active, results-oriented, hands-on approach. Clients include Cardinal Forest, Fair Ridge, Franconia Commons, Penderbrooke, Southbridge community associations.

Proposed cost: \$593,568 plus expenses; out-year escalation not to exceed 5%.

Condominium Services, Inc.

4600 Duke Street
Alexandria, VA 22304

20 year old full-service management firm with 17 clients who are small to medium sized townhouse and high-rise condominiums, 2,600 units, ~23 employees. Offers traditional management services. Clients include Crystal Park Condominium, Marina Towers, Parkfairfax Condominium, Beauregard Heights Condominium, Mayflower Square Section III.

Proposed cost: \$597,000 plus expenses, out-year escalation undefined.

Community Management Corporation

12701 Fair Lakes Circle, Suite 400
Fairfax, VA 22033

30 year old full-service management firm with 70+ clients (ten over 1,000 units), 33,000 units, 170 employees. Current clients include Cascades Community Association (during development years), Countryside Proprietary, Iverness Village HOA, The Rotunda Condominium, Watergate at Landmark Condominium.

Proposed cost: estimated \$520,000 plus expenses, out-year escalation 3% per year.

30% increase for all yrs.

Koger Management Group

3554 Chair Bridge Road
Fairfax, VA 22030

25 year old full service management firm with 35 clients from 19 units to 4,000 units, 50,000 units, ~30 employees. Current clients include Lakeford Community Association, Covington Homes Association, River Place South Housing Corporation, Winding Brook Condominium.

Proposed cost \$594,148 plus expenses; out-year escalation up to 6% per year.

Legum & Norman, Inc.

1430 Spring Hill Road, Suite 300
McLean, VA 22102

55 year old full-service real estate firm with 132 rental, community associations and commercial properties, 40,897 units, ~200 employees. Current clients include Chesapeake Ranch Estates, Ford's Landing Homeowners Association, King Farm, The Pinecrest Community Association, Stonebride Homeowners Association.

Proposed cost: \$641,000 plus expenses; out-year escalation up to 3% per year.

ProCAM, LLC

124-B East Broad Street

Falls Church, VA 22046

27 year old full-service property management firms with 46 properties from 12 units to 829 units, 5,400 units, 25 employees. Current clients include Brookleigh Homeowners Association, Old Bridge Estates, HOA, Rosslyn Heights North Condominium, Rosslyn Heights South Condominium, Skyline Village condominium, Waterford Square Condominium.

Proposed cost: \$614,353 plus expenses; out-year escalation of CPI.

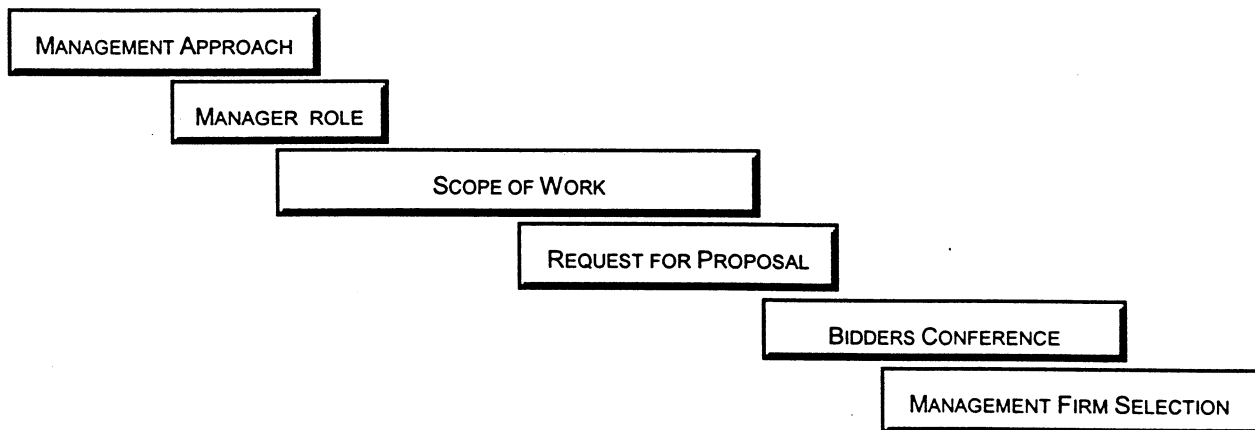
Management Selection

By Linc Cummings

Selecting a management company is one of the most important tasks a board of directors ever does. The right company will handle all of the day-to-day operations for the association in a cooperative, effective and efficient manner. Like an incompatible spouse, however, the wrong one can cause unnecessary pain and suffering. It pays to make the right selection the first time.

Too many associations decide to change management companies, pick up the telephone, call a friend or a company, and ask for a proposal. This is a recipe for disaster. Unless you do your homework up front, you will likely end up in a year or so looking for yet another company.

The process is simple and straight forward. Validate the management approach desired. Understand your current contract and its work scope. Determine the desired manager role. Define the desired scope of work. Identify and qualify management companies capable of managing your property. Develop a request for proposal. Solicit contract proposals. Hold a bidder's conference. Evaluate the bids received. Select the best two or three companies. Conduct interviews. Visit each of the finalist's offices. Check references. Select the best company for your association. Negotiate the contract. Notify the owners and residents. Live happily ever after.



Schedule

Done properly, finding the right company takes time. The typical schedule to thoughtfully select a management company is at least 120 days long:

Day 0	Board decides to compete their mgmt contract	Day 70	Auditor selected
Day 5	Management Search Committee (MSC) appointed	Day 80	Sealed bids received by consultant
Day 10	Consultant engaged to guide the selection process	Day 85	Top 2-3 companies recommended by consultant
Day 15-20	Consultant telephone interviews board members	Day 85-90	Board selects top companies
Day 25	Vision and mission statements developed	Day 91-94	Board visits and interviews top companies
Day 30	Managing Agent Tasks survey to MSC	Day 100	Winning company selected
Day 35	MSC completes Managing Agent Task survey	Day 101-105	Contract negotiation
Day 40	Consultant recommends at least five companies	Day 110	Contract signed
Day 40	Draft Request for Proposal to board	Day 115	Announcement to Owners
Day 45	Board RFP and companies comments to consultant	Day 115-145	Transition to selected management company
Day 50	RFP finalized and mailed to selected companies	Day 145	Management company assumes full responsibility
Day 60	Bidders Conference	Day 160	Financial audit completed

Management Selection Committee

Selection of the right management company should be a thoughtful and deliberate process facilitated by an independent entity, such as an independent consultant, under the general guidance of a board-appointed Management Selection Committee. All actions of this committee should be ratified by and final decisions made by the board of directors based on recommendations of the Management Selection Committee.

The Management Selection Committee should be composed of say seven members, three directors and five community members, selected based on their knowledge and understanding of contracting procedures and association operations.

The consultant should handle all administrative activities and communications with the prospective management companies to avoid a potential conflict of interest, relieve the board members of operational burdens, and assure each board member has equal information upon which to objectively base their recommendations and decisions.

The Management Selection Committee has eighteen separate steps to perform:

1. Select an independent entity or consultant to assist the Management Selection Committee administer the selection process.
2. Develop a scope of work.
3. Approve the recommended qualifications of a company to manage their association.
4. Approve the desired bid requirements.
5. Approve the selection criteria.
6. Approve the companies to be solicited to submit a proposal.
7. Oversee the Bidders Conference. *
8. Secure authorization from the Board to solicit proposals.
9. Review each proposal received to determine their responsiveness to the Bid Requirements stated in the Request for Proposal.* Unresponsive companies should not be considered further.
10. Evaluate the approach proposed and compensation requested by each bidder. *
11. Consult with the references of each responsively bidding company as appropriate. *
12. Summarize the evaluations each of the companies and their proposals.
13. Select the three companies that appear to best meet the Association's needs.
14. Visit the selected company's offices and evaluate their corporate facilities, procedures and employees.
15. Interview the principals of the three selected companies on site and identify their strengths and weaknesses.
16. Perform a final evaluation of the finalist(s) and select the firm that best meets the association's needs.
17. Recommend the finally selected company to the Board of Directors for approval.
18. Notify the bidding companies of their status once contract negotiations have been substantially completed with the Board approved company. *

* These tasks may be done by the consultant while all other tasks should be done by the entire Committee.

Management Approach

There are two basic approaches to management of an association: self-management or contracted management, i.e., being an employer or a contractor. The primary differences are control, personnel management, experience, and cost. The trade-offs are:

Self-Managed

Pro

Detail control of manager
Staff responsiveness
Hire specific type/talent wanted
Full-time management presence

Con

Board is employer
Difficult to find/retain skills/experience
Cost of temporary replacements
Hard to balance workload
Hard to maintain impartiality
Requires well-informed residents
Limited access to specialized experts

Management Company

Pro

Board manages contract, not people
Varied expertise available at any time
Employer/personnel burden removed
Depth of personnel available
Neutral/impartial Board policy enforcement
Assumes liability
Staff engineer qualified to update reserve studies and oversee major projects

Con

Defined services (however, they are flexible)
Removed from owners
Limited control over personnel selection
Cost of "extras"

Experience shows that a board actually has more control over what is done, how and when with a management firm. This is because the board can specify what they want in the contract and the company contractually commits to do it. While the association's own staff may not have the knowledge, skill or inclination, it is presumed the management firm has such knowledge, skill, etc. available to tap. Personalities are replaced with contracts. The interests and desires of the association's employees are no longer a governing factor. Doing the desired job becomes the driving force. The board has one company to deal with instead of a number of individuals. If, however, the association is large enough to employ all the needed skills, it may be better to do so.

The management company assumes all of the personnel liabilities and responsibilities from hiring, payroll, counseling, training and supervision and firing. Depending on their size there is a depth of manpower to handle absences and vacancies as they arise.

The association's employees have whatever background and experience they bring to the job. A management company draws on the knowledge and experience of all its employees, many of whom have been in the homeowner association management business for decades. Significant efficiency and cost improvement can result.

The management approach selected should be documented in a board resolution.

Manager Role

Managers are assigned different roles in each association. It is vital that you clearly define what the manager is expected to do and how the board and its committees will relate to him/her. It takes a totally different type of person (and compensation) to follow directions than to assume total responsibility and make everything happen on his/her own. One requires detail management and the other requires only general oversight.

The definition should be documented in a board resolution. It is a good idea to also have a resolution on committee functions, organization, responsibilities, relationship with other groups and the board, their funding and reporting requirements.

Who Should Perform

Associations should normally use the following types of people or organizations to do the associations' work:

Contractors

Activities that require unique training, talent, or skills (e.g., attorney, CPA, or consultants), unique equipment (e.g., road repair, heating or air conditioning installation or repair, computer programs and knowledge), or can be done more cost effectively and/or reliably (e.g., building cleaning, grounds maintenance, snow removal, or trash collection, meeting facilitation, or management.) "Outsiders" can often perform tasks (e.g., monitor, publish, and review) more objectively thereby reducing potential conflicts.

Director

Overview, strategic, long-range direction, structure, policy. Describing verbs: approve, communicate, debate, decide, adjudicate, monitor, plan, oversee, report, and review.

Employees (On-site staff)

Activities over which great control or intimate knowledge is required, a constant presence is desired, or can be done more cost effectively or reliably (e.g., architectural control, budget preparation and monitoring, property inspection, contract administration, violation administration, resident inquiries, and resident coordination). Describing verbs: administer, answer, budget, communicate, coordinate, do, inspect, maintain, monitor, plan, publish, recommend, record, report, review, and write.

Committees

Supportive, non-decision-making activities. Describing verbs: advise, analyze, answer, budget (committee income and expense), communicate, coordinate, counsel, debate, monitor, plan, report, recommend, and, in some cases, do.

Scope of Work

There are two basic approaches to defining the scope of work for a management contract:

1. Provide detail specifications.
2. Outline the basic needs and work with the selected company to develop detail specifications over time based on experience and need.

The first is usually the preferred option for an established, mature community with five or more years experience, well defined traditions, known needs, and reasonably fixed variables such as the number of units and amenities involved. The advantage is that every action expected of the management company is defined and specified in the contract. If done right, there is no confusion over who is to do what when and how much everything will cost. The contract prevails in any disagreement.

The second is usually the preferred option for a new, growing community without defined traditions and known needs. The advantage here is that the community and management company must work closely together to develop standard procedures and accepted traditions. It requires flexibility, mutual faith and partnership. The disadvantage is that neither party really knows what is precisely expected until it is done – either right or wrong. If both parties, however, are committed to a basic common goal, it usually works out for the best for all. As experience is gained, the contract can be amended, if desired by both parties, to reflect the knowns over time. But, it requires good communication and trust by each party.

There are several basic responsibilities every full-service management company can and should provide to a community association. The board should carefully review all the tasks management companies typically provide and decide which are needed for their association. The following are just some of the more common ones:

Administration

1. Keep records of legal documents, property deeds, construction plans, member rosters, financial statements, contracts, meeting minutes, and annual reports
2. Develop and maintain effective compliance procedures and assure resolution of disputes
3. Respond to owner/resident inputs and correspondence
4. Assist in planning and conducting annual election and membership meeting
5. Provide support for volunteer leadership
6. Administer contracting procedures including bid invitations, bid analysis, contract negotiation, contract monitoring, inspection, and payment
7. Create and maintain an effective personnel employment procedure including recruitment, training, supervision, payroll, and handling social security payments, unemployment taxes, and retirement plans
8. Prepare and distribute monthly Board Packages and Annual Reports
9. Assure regular communications between the manager and the board and between the board and the community
10. Identify potential association problems and recommend corrective action to the board
11. Administer all insurance claims filed against the association or association property
12. Assure the association common properties and volunteer leadership is insured as directed by the board and at levels at least as specified by the Association Documents
13. Prepare disclosure or resale packages
14. Perform special projects upon request
15. Guide and assist the board in the performance of its responsibilities
16. Provide support to legal council as directed by the board

Finances

1. Prepare annual operating budgets and long-term reserves budgets for capital improvements.

- for board review and adoption
2. Assure assessments, fines, fees, and other receivables are collected in a timely manner.
 3. Assure checking, savings, and other accounts are set up, maintained, and reconciled on a regular basis
 4. Make association disbursements in accordance with board-approved budgets
 5. Prepare monthly and annual financial statements
 6. Make income and expense comparisons with budgets and recommend corrective action when advisable
 7. Assist the board's accountant in performing audits and preparing tax reports
 8. Ensure association investments are made in a timely manner and in accordance with board approved policies
 9. Perform special projects upon board request

Maintenance

1. Inspect the association's common properties, equipment, and other facilities
2. Inspect any components of individual properties for which the association has maintenance responsibility
3. Assure the association's properties are kept in compliance with laws, ordinances and board-approved standards
4. Perform special projects upon board request

Contract Administration

1. Prepare procurement specifications
2. Draft request for proposals
3. Coordinate bid solicitations
4. Recommend appropriate contract action by the board
5. Supervise all association contracts through satisfactory completion
6. Administer and supervise all routine contracts such as trash, garbage, snow removal for maximum performance and savings to the community and its owners/residents

Risk Management

1. Assist the board review insurance requirements
2. Administer insurance claims
3. Keep the board informed of all accidents, fires and claims against the association

Request for Proposal

A formal Request for Proposal should be developed to provide each selected bidder with the same comprehensive understanding of your association and its management desires. This should include:

Community Description

A succinct description of the Community including such things as location, characteristics, amenities, controlling documents, governance, vision, goals, current and build-out size and makeup, board operation, committee structure, current and planned activities.

Qualifications

The minimum qualifications expected of each company submitting a proposal. These might include:

1. Meets all applicable federal, state and local laws and ordinances.
2. Been in existence for at least [number of] years.
3. Successfully managed communities with more than [number of] units.
4. Carries appropriate [define] general liability, errors and omissions, and fidelity bond insurance.
5. Accreditations (e.g., AAMC, AMO).
6. Employees with professional designations (e.g., AMS, CPM, CMCA, PCAM, RCM).
7. Applicable experience in each of the applicable functional areas.

Scope of Work

Definition of the work to be performed by the management company with separate sections for the major areas of effort such as general administration, annual election and membership meeting, board of director support, committee support, contact administration, covenants and architectural control, buildings and grounds maintenance, financial management, owner/resident communications, and risk management.

Bid Requirements

All proposals should clearly include the following information in the order shown and utilizing the format specific below to permit apples-to-apples comparison:

1. Company information such as incorporation, insurance, organization, employees, certifications, computer capabilities, unique features, senior staff resumes.
2. Client information such as current portfolio and references
3. Proposed approach, how they propose to perform the work required in the scope of work.
4. Compensation, recurring routine services, periodic routine services, and non-routine services.
5. Samples of applicable reports and communications generated for client associations.

Selection Criteria

A pre-agreed upon basis for selecting a management company is important to reaching an objective decision. If each director understands and agrees what is important and to what degree, the decision will be easier, quicker, and usually far better for the association.

Each association needs to determine its own weighting. A typical weighting of the selection criteria used by some are:

	<u>Relative Importance</u>
Experience	
Years in the business, type and number of associations served <i>Verified by bid, interview, and references</i>	10%
Reputation	
Perception of management company in the industry <i>Verified by references, current and former clients</i>	5%
Corporate Capability	
Staffing, computer and communication systems, support services <i>Verified by bid, interview, on-site visit, and references</i>	15%
Staffing and Staffing Approach	
Number of employees and their certifications and designations <i>Verified by bid, interview, and references</i>	25%

APPLICATION for SPECIAL USE PERMIT # 2004-0021

#17

[must use black ink or type]

REVISED

PROPERTY LOCATION: 4600 Duke Street, Suites 309-310, Alexandria, VA 22304

TAX MAP REFERENCE: 058.01-0A-0310 059.01 0A 0325 **ZONE:** RC
-058.01-0A-0309

APPLICANT Name: Child and Family Network Centers, The

Address: 3701-A Mt. Vernon Avenue, Alexandria, VA 22305

PROPERTY OWNER Name: The West End Corporation

Address: 4600 Duke Street, Alexandria, VA 22304

PROPOSED USE: Private School – non-profit preschool and family support center.

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicants are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly states to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning and Ordinance of the City of Alexandria, Virginia.

Child and Family Network Centers, The by Barbara
Print Name of Applicant or Agent For Mason
EVER. DIR. CFNC

[Signature]
Signature

3701-A Mt. Vernon Avenue
Mailing/Street Address

(703)-836-0214
Telephone #

(703)-836-3180
Fax #

Alexandria, VA 22305
City and State Zip Code

March 23, 2004
Date

===== **DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY** =====

Application Received: _____ Date and Fee Paid: _____ \$ _____

ACTION – PLANNING COMMISSION: 06/01/04 RECOMMEND APPROVAL 7-0

ACTION – CITY COUNCIL: 6/12/04 Approved 6-0